

**INSTRUCTIONS FOR 2009-2010 CAREER & TECHNICAL EDUCATION  
STUDENT COUNTS ON FORM 30A  
COUNT DATE: SEPTEMBER 18, 2009**

**FUNDING FORMULA** – State funding for Career and Technical Education courses is based on labor market need and wage data provided by the Department of Workforce Development (Labor Market Information Division).

**FUNDING CATEGORIES** – IC 20-43-8-9 provides eleven funding categories.

1. Funding in nine of the categories is based on wage and labor demand data. These courses must be year-long (two semesters). Credit hours are one credit hour, two credit hours, or three credit hours *per semester*. Regardless of the number of credits offered for a particular course, the maximum number of credit hours eligible for state funding is three credit hours. (See table below)

State Funding Amounts per Credit Hour for 1, 2, & 3 Credit Hour Courses			
	High Wage	Moderate Wage	Low Wage
More than Moderate Labor Market Need	\$450.00	\$375.00	\$300.00
Moderate Labor Market Need	\$375.00	\$300.00	\$225.00
Less than Moderate Labor Market Need	\$300.00	\$225.00	\$150.00

2. Students enrolled in Comprehensive Family and Consumer Sciences courses and Career Planning and Success Skills are funded in the All Other Programs category at \$250.00 *per student*. (Funding Category 10)
3. Funding for Area Participation students is \$150.00 *per student*. (Funding Category 11)

**DUPLICATE COUNT** -- Student counts may be duplicated if the student is enrolled in more than one Career and Technical Education course at the time ADM is determined.

**BLOCK SCHEDULES** -- Schools educating students on a block schedule arrangement will count students for Career and Technical Education state funding as follows:

For courses that would be 1 credit per semester on a traditional schedule and 1 credit per nine week term on a Block 4 schedule, students enrolled for the first and second terms are counted.

For courses that would be year long on a traditional schedule and completed in two consecutive nine week terms on a Block 4 schedule, students enrolled for the first and third terms are counted.

For courses that would be year long on a traditional schedule and completed in two non-consecutive nine week terms on a Block 4 schedule, students enrolled for the first and second terms are counted.

**TRIMESTER SCHEDULES** -- Schools educating students on a trimester schedule arrangement may count students for Career and Technical Education state funding as follows:

For courses that would be offered for one credit/one semester on a traditional schedule and are now offered for one term under the trimester schedule, students enrolled in the first and second **OR** first and third terms are counted. This primarily affects the Comprehensive Family and Consumer Sciences courses and the CTE Business Career Planning and Success Skills course (CIP 52.0299).

For courses that would be year long on a traditional schedule (one credit per semester for two semesters) and are now scheduled to be offered during the first and second trimesters AND the second and third trimesters, students enrolled in the first course (occurring during the first two trimesters) and students enrolled in the second course (occurring during the middle and last trimesters) are counted. This primarily affects *year long* Agriculture Education courses, Business courses, Marketing courses, and Occupational Family and Consumer Sciences courses.

**No adjustments to the student count will be made for classes that are offered for 2 and 3 credits per semester on a traditional schedule. Only report those students actually taking the course on the day of the count.**

**CAREER AND TECHNICAL COURSE TITLES AND CIPs (Classification of Instructional Programs)** -- Approved Career and Technical Education courses or programs are described in the *Indiana State Approved Course and Program Descriptions*. Each course description contains a Classification of Instructional Program (CIP) code. Labor market need and wage information for each CIP code have been used to determine the funding amounts for each course or program. (See Crosswalk)

**APPROVED CAREER AND TECHNICAL EDUCATION COURSES** -- To be eligible to report Career and Technical Education students for CTE funding, the courses must have been approved by one of the following two procedures:

1. Between July 1, 1994 and December 31, 2002, all area vocational schools and comprehensive high schools that offered a new Career and Technical Education course must have completed and submitted the necessary application to the Office of Career and Technical Education. Only those courses that were approved by the State Board of Education and listed in the Commission on Vocational and Technical Education (CVTE) inventory, are be considered when reporting students for vocational education funding.
2. On January 1, 2003 a local approval process went into effect. Schools that want to add new programs not currently on the CVTE inventory should fill out the application, New Program Approval and Application. The Area Vocational Director can assist in the local approval process. Applications should be submitted to IDOE and DWD.

**AREA VOCATIONAL DISTRICT PARTICIPATION** -- Funding for Area Participation is based on a count of students participating in Career and Technical Education courses in which students from multiple schools are served in a common location. **GENERALLY, AREA PARTICIPATION FUNDING DOES NOT INCLUDE STUDENTS SERVED IN ONE HOUR PROGRAMS IN THEIR HOME SCHOOL.**